



Horry-Georgetown
Technical College

COURSE INSTRUCTIONAL PACKAGE

CRJ 235

Practical Crime Scene Investigation

Effective Term

Fall 2026/Spring 2027/Summer 2027

Part I: Course Information

Effective Term: Fall 2026/Spring 2027/Summer 2027

COURSE PREFIX: CRJ 235 COURSE TITLE: Practical Crime Scene Investigation

CONTACT HOURS: 2 Lecture Hours
3 Lab Hours
5 Semester Hours

CREDIT HOURS: 3.0

RATIONALE FOR THE COURSE:

Practical Crime Scene Investigations is designed to provide the student with an understanding of the appropriate processes important in the collection and preservation of evidence from a crime scene. An exposure to the application of forensic techniques learned in previous crime scene investigation courses through hands-on processing of simulations allows the student to understand the complex and crucial tasks that are involved in a criminal investigation; where evidence must be properly collected and preserved for truthful presentation in trial or other judicial proceedings.

COURSE DESCRIPTION:

This course is the study of practical, hands-on instruction in methodology and policies for the identification, interpretation, collection, packaging, preservation, and chain of custody of crime scenes and evidence taken from crime scenes.

PREREQUISITES/CO-REQUISITES:

(CRJ 101 with a minimum grade of C or CRJ 101 with a minimum grade of TC) and Test CBC with a minimum score of 1 and (CRJ 229 with a minimum grade of C or CRJ 229 with a minimum grade of TC)

REQUIRED MATERIALS:

Gardner, R.M., & Krouskup, D.R. (2019). Practical crime scene processing and investigation 3rd Ed. Boca Raton, FL: CRC Press.

Ramirez, C. R., & Parish-Fisher, C. (2012). Crime scene processing and investigation

workbook. Boca Raton FL: CRC Press.

Please visit the [BOOKSTORE](#) online site for most current textbook information.

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

ADDITIONAL REQUIREMENTS:

None

TECHNICAL REQUIREMENTS:

- Access to Desire2Learn (D2L), HGTC's learning management system (LMS) used for course materials.
- Access to myHGTC portal for student self-services.
- College email access – this is the college's primary official form of communication.

ATTENDANCE VERIFICATION:

The Add/Drop Period is the first 7 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format classes. Please refer to the [academic calendar](#) for deadlines for add/drop. You must attend at least one meeting of all your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly

IDENTIFICATION VERIFICATION:

Students enrolled in online courses will be required to complete identity verification. Please refer to your Instructor's Course Information Sheet for information regarding this requirement.

STUDENT COURSE EVALUATIONS:

Each semester, students are provided with an opportunity to participate in course evaluation surveys. These evaluations offer crucial feedback to instructors and the College, leading to enhancement of educational quality. By completing these surveys, you play a key role in the ongoing improvement of teaching methods and course content, ensuring future students enjoy a better learning experience.

Students are encouraged to complete these surveys as your active participation in this process reflects your dedication to your education and drives positive change.

CLASSROOM ETIQUETTE AND STUDENT RIGHTS AND RESPONSIBILITIES:

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

To ensure a positive College experience, guidelines exist in numerous areas of campus life. The Student Code for The South Carolina Technical College System "The Student Code" (3-2-106.1) applies to all HGTC students. The Student Code sets forth rights and responsibilities of the individual student, identifies behaviors that are not consistent with the values of college communities, and describes the procedures that will be followed to adjudicate cases of alleged misconduct. Students are expected to conduct themselves in a civil manner, that is respectful of the rights of others, and that is compatible with the college's educational mission. Students are expected to comply with all of the college's duly established rules and regulations regarding student behavior while on campus; while participating in off-campus college sponsored activities; and while participating in off-campus clinical, field, internship, or in-service experiences. Students are expected to comply with all course requirements as specified by instructors in course syllabi and to meet the standards of acceptable classroom behavior set by instructors. For more information, login to your myHGTC account under "Student Rights and Responsibilities" card then select "Student Code of Conduct" or the "Student Catalog and Handbook."

NETIQUETTE: is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit [Online Netiquette](#).

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

Week 1

Materials Covered: Introduction & the Crime Scene

Chapter 1

Read Chapter 1, pages 1– 19 and Review MS PowerPoint Presentations

Chapter 1. Review all Photograph Slides.

Student Outcome: Describe Police Goals and Objectives

Student Outcome: Define what Evidence is and how it is used

Student Outcome: Examine and Describe Integrity Issues and Ethics

Student Outcome: Describe Investigative Ethics

Assessment(s): Week 1 Chapter 1 Exercises

Week 2

Materials Covered: Physical Evidence

Chapter 2

Read Chapter 2, pages 19 – 51.

Review MS PowerPoint Presentations

Chapter 2.

Review all Slides.

Student Outcome: Describe the difference between Class and Individual Characteristics

Student Outcome: Examine and Describe Fingerprint Evidence

Student Outcome: Examine and Describe Serology and Biological Evidence

Student Outcome: Examine and Describe Trace Evidence

Student Outcome: Examine and Describe Tool Mark Evidence

Student Outcome: Examine and Describe Impression Evidence

Student Outcome: Examine and Describe Chemical Evidence

Student Outcome: Examine and Describe Documentation Evidence

Student Outcome: Examine and Describe Computer Forensics

Student Outcome: Examine and Describe Forensic Pathology

Assessment(s): Week 2 Chapter 2 Exercise 1

Week 3

Materials Covered: Initial Response

Chapter 3

Read Chapter 3, pages 51 – 63.

Review MS PowerPoint Presentations

Chapter 3.

Review all Slides.

Student Outcome: Examine and Describe Specific Objectives in Response

Student Outcome: Examine and Describe Securing and Documenting the Scene

Student Outcome: Examine and Describe Basic Activities

Assessment(s): Week 3 Chapter 3 Exercise 1

Week 4

Materials Covered: Processing Methodologies

Chapter 4

Read Chapter 4, pages 63 – 75.

Review MS PowerPoint Presentations

Chapter 4. Review all Slides.

Student Outcome: Examine and Describe Basic Activities of Scene Processing

Student Outcome: Examine and Describe Processing Model

Assessment(s): Week 4 Chapter 4 Exercise 1

Examination 1 Week 4 Chapters 1-4 Pages 1-75

Week 5

Materials Covered: Assessing the Crime Scene

Chapter 5

Read Chapter 5, pages 75 – 104.

Review MS PowerPoint Presentations

Chapter 5. Review all Slides.

Week 5 Chapter 5 Exercise 1 – 2

Student Outcome: Examine and Describe Initial Information Collection

Student Outcome: Examine and Describe Scope and Boundary

Student Outcome: Examine and Describe Integrity and Contamination

Student Outcome: Examine and Describe Crime Search Pattern Considerations

Student Outcome: Examine and Describe Personal Hazards and Protective Measures

Student Outcome: Examine and Describe Mass Crime Scenes

Assessment(s): Week 5 Chapter 5 Exercise 1 – 2

Week 6

Materials Covered: Crime Scene Photography

Chapter 6

Read Chapter 6, pages 107 – 145.

Review MS PowerPoint Presentations

Chapter 6. Review all Slides.

Student Outcome: Examine and Describe Recurring Problems in Crime Scene Photography

Student Outcome: Examine and Describe Types and Purpose of Photographs

Student Outcome: Examine and Describe the Road Mapping Method of Photographic Documentation

Student Outcome: Examine and Describe Camera Control Issues

Assessment(s): Week 6 Chapter 6 Exercise 1 Article Review Crime Scene Notes and Reports Exercise Due

Week 7

Materials Covered: Sketching and Mapping

Chapter 7

Read Chapter 7, pages 147 – 178.

Review MS PowerPoint Presentations

Chapter 7. Review all Slides.

Week 7 Chapter 7 Exercise 1

Student Outcome: Examine and Describe Elements of Sketching

Student Outcome: Examine and Describe Methods of Crime Scene Mapping

Student Outcome: Examine and Describe Mapping Technologies

Assessment(s): Week 7 Chapter 7 Exercise 1

Week 8

Materials Covered: Narrative Descriptions

Chapter 8

Read Chapter 8, pages 179 – 190.

Review MS PowerPoint Presentations

Chapter 8. Review all Slides. Page 9 of 21

Student Outcome: Examine and Describe Investigative Notes

Student Outcome: Examine and Describe Crime Scene Reports

Assessment(s): Week 8 Chapter 8 Exercise 1

Examination 2 Week 8 Chapters 5–8 Pages 75–190

Week 9

Materials Covered: Basic Skills

Chapter 9

Read Chapter 9, pages 191 – 207.

Review MS PowerPoint Presentations

Chapter 9. Review all Slides.

Student Outcome: Examine and Describe Applying Light Technology

Student Outcome: Examine and Describe Choosing Light Sources

Student Outcome: Examine and Describe Recovering Fingerprints

Student Outcome: Examine and Describe On Scene Fingerprinting

Student Outcome: Examine and Describe Casting Impressions

Assessment(s): Week 9 Chapter 9 Exercise 1–9

Crime Scene Photo & Sketch Documentation Exercise

Week 10

Materials Covered: Basic Skills for Scene Processing: Fingerprint Evidence

Chapter 10

Read Chapter 10, pages 207 – 232.

Review MS PowerPoint Presentations

Chapter 10. Review all Slides.

Student Outcome: Examine and Recovering Fingerprints

Student Outcome: Examine and Describe the Science of Fingerprints

Student Outcome: Examine and Describe Classification vs. Identification

Assessment(s): Week 10 Chapter 10 Exercise Week 11

Materials Covered: Basic Skills for Scene Processing: Impression Evidence

Chapter 11

Read Chapter 11, pages 233 – 355.

Review MS PowerPoint Presentations

Chapter 11. Review all Slides.

Week 11 Chapter 11 Exercise

Student Outcome: Examine and Describe Impression Evidence

Student Outcome: Examine and Describe Specific Issues Related to Tire Mark Impressions

Student Outcome: Examine and Describe Recovery of Standards for Impression Evidence Examinations

Assessment(s): Week 11 Chapter 11 Exercise

Crime Scene Processing & Collection Exercise

Week 12

Materials Covered: Advance Techniques: Shooting Scene Documentation and Reconstruction

Chapter 12

Read Chapter 12, pages 255 – 281.

Review MS PowerPoint Presentations

Chapter 10. Review all Slides.

Student Outcome: Examine and Describe Bullet Trajectory Analysis

Student Outcome: Examine and Describe Direction of Fire

Student Outcome: Examine and Describe Trajectory Analysis Documentation

Assessment(s): Week 12 Chapter 12 Exercise

Week 13

Materials Covered: Advance Techniques: Bloodstain Pattern Analysis in the Crime Scene

Chapter 13

Read Chapter 13, pages 281 – 305.

Review MS PowerPoint Presentations

Chapter 13. Review all Slides.

Week 13 Chapter 13 Exercise

Student Outcome: Examine and Describe Blood Pattern Analysis

Student Outcome: Examine and Describe the Theory and Principles of Bloodstain Pattern Analysis

Student Outcome: Examine and Describe the Pattern Diversity Principle

Student Outcome: Examine and Describe the Principle of Stain Shape and Vector Correlation

Student Outcome: Examine and Describe the Physically Altered Bloodstain Principle

Student Outcome: Examine and Describe the Methodology of BPA

Assessment(s): Week 13 Chapter 13 Exercise Crime Scene Processing & Collection Exercise

Week 14

Materials Covered: Special Considerations

Chapter 14

Read Chapter 14, pages 307 – 331.

Review MS PowerPoint Presentations

Chapter 14. Review all Slides.

Student Outcome: Examine and Describe Fire Scenes

Student Outcome: Examine and Describe Landfill Recoveries

Student Outcome: Examine and Describe Buried and Scattered Remains

Student Outcome: Examine and Describe Entomology Evidence Associated with Bodies

Assessment(s): Week 14 Chapter 14 Exercise

Week 14

Materials Covered: Advance Techniques: Body as a Crime Scene

Chapter 15

Read Chapter 15, pages 331 – 349.

Review MS PowerPoint Presentations

Chapter 15. Review all Slides.

Student Outcome: Examine and Describe Body as a Crime Scene

Student Outcome: Examine and Describe Examination of a Corpse

Student Outcome: Examine and Describe Understanding the Mechanisms of Injury

Assessment(s): Week 14 Chapter 14 Exercise Evidence Examination & Processing

Week 14

Materials Covered: Analysis and Reconstruction

Chapter 16

Read Chapter 16, pages 349 – 369.

Review MS PowerPoint Presentations

Chapter 16. Review all Slides.

Week 14 Chapter 14 Exercises Student Outcome: Examine and Describe Concept of Scene Reconstruction

Student Outcome: Examine and Describe Scene Reconstruction Methodology

Student Outcome: Examine and Describe Event Analysis

Assessment(s): Week 14 Chapter 14 Exercises

Crime Scene Project Presentations

Exam 3

Week 15 Chapters 9-16 Pages 191-369

****Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.***

Part III: Grading and Assessment

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*:

Students’ performance will be assessed, and the weight associated with the various measures/artifacts are listed below.

Test One	15%
Test Two	15%
Test Three	15%
Online Assignments	28%
Walk Through & Note Taking	4%
Sketching & Photo Documentation	4%
Scene Processing & Collection	4%
Evidence Examination & Processing	4%
Crime Scene Presentation	<u>11%</u>
Total	100 %

THE COURSE PROJECT

The student will participate in the investigation mock crime, including sketching, photographing and processing of a mock crime scene. The scene will be based on a crime as determined by the course professor of record. The student will be assigned to one of several teams of a size and composition determined by the course professor. Each student, although working as a team, will submit an individual case file based on two elements, which are (1) the team’s collaborative effort in processing the crime scene and (2) the research regarding the relevant case law applicable to the crime scene.

Therefore, the team case file, as submitted by each student, will include a minimum of the following components:

- ☒ Synopsis of the Case
- ☒ Investigative Report Writing
- ☒ Crime Scene Walk Through
- ☒ Crime Scene Sketch with Draft ☒ Photograph List (log) with actual photographs taken in class
- ☒ Evidence List
- ☒ Crime Scene Processing
- ☒ Evidence Examination & Processing
- ☒ Relevant Statutes and Codes
- ☒ Relevant Case Law

Each component of the project will occur as a participatory assignment staged during class time throughout the semester. For example assignment #1 will be a graded assignment involving a synopsis of the case, or a brief summary, capsulizing the case that will be presented to the prosecution. The student will be required to collect the information during class and compile the information into a finished project as homework before submission to the course professor on the due date announced in class for that component. All students must participate in each component of the project throughout the semester and the final case file similar to the professional requirements of a crime scene processor, whether detective, police officer, or technician, to receive a passing grade. Each student will be required to submit separate assignments and the final case file. Further description and instructions for final case file and the component assignments will be distributed during the first class after the add/drop period, or the first five days of the semester, whenever and however announced. The project paper must be a minimum of 5 – 10 double-spaced pages. All resource material used must be cited and referenced, and all resources must be listed in a reference page. The format of the paper, all references, and citations must conform to the Publication Manual of the American Psychological Association (2010). The minimum number of pages required does not include the title page or reference page(s). The font used should be Times New Roman at size 12 with 1" margins on all sides. The project will be due during the (14 & 15th) weeks of class; the specific date will be announced by the professor of record. Any project received after the above due date at the beginning of class will be considered late. A project will lose ten (10) points for each day tardy. The penalty will be assessed after the project is graded for quality and content. As mentioned above, there will be a reduction of ten (10) points for

each day that the project is late until four (4) days after the due date, at which time no late projects will be accepted, regardless of reason. Students not submitting a project will receive a grade of zero.

****Students, for the specific number and type of evaluations, please refer to the Instructor's Course Information Sheet.***

GRADING SYSTEM:

Please note the College adheres to a 10-point grading scale A = 100 – 90, B = 89–80, C = 79 – 70, D = 69 – 60, F = 59 and below.

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, and Is also negatively impact academic progression and financial aid status.

Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 – Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student, and a student may not be permitted to reenroll. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

For online and hybrid courses, refer to your Instructor's Course Information Sheet for any required on-site meeting times. In online courses, attendance is fulfilled through the submission of academic work. Please be aware that instructors may require exams to be proctored either online or at an approved testing site. If you choose to use a testing center other than those provided by HGTC, that center may charge a fee for its services.

Part V: Student Resources

THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):



The SSTC offers all students the following **free** resources:

1. Academic tutors for most subject areas, Writing Center support, and Academic Coaching for college success skills.
2. Online tutoring and academic support resources.
3. Professional and interpersonal communication coaching.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring or coaching, contact the SSTC at sstc@hgtc.edu or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. Email sstc@hgtc.edu or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the SSTC [Online Resource Center](#) to access on-demand resources.

STUDENT INFORMATION CENTER – TECH Central:



TECH Central offers all students the following **free** resources:

1. Getting around HGTC: General information and guidance for enrollment, financial aid, registration, and payment plan support!
2. In-person and remote assistance are available for Desire2Learn, Student Portal, Degree Works, and Office 365.
3. Chat with our staff on TECH Talk, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552. Visit the [Tech Central website](#) for more information. Live Chat and Center locations are posted on the website. You may also call (843) 349-5199.

HGTC LIBRARY:



Each campus location has a library where HGTC students, faculty, and staff may check out materials with their HGTC ID. All three HGTC campus libraries have librarians and staff who can aid with research, computers to support academic research and related school-work, and individual/group study rooms. Printing is available as well at each location. Visit the [Library](#) website for more information or

call (843) 349-5268.

STUDENT TESTING:

Testing in HGTC courses may occur during regularly scheduled class time or online, with or without proctoring. Tests may be delivered in the following formats:

- Digitally through D2L
- In writing on paper
- Through a publisher platform (note: some publisher platforms carry an associated fee)

Tests may include time limits and may require proctoring depending on the course.

When proctoring is required and is not provided by the course instructor in the classroom, students may complete their test face-to-face at an [HGTC Testing Center](#) or another approved testing site, or online using HGTC's online proctoring provider. For more information about available proctoring options, visit the [Online Testing](#) section of the HGTC Testing Center webpage.

Students testing at an HGTC Testing Center should note the following:

- **Appointments must be scheduled at least 24 hours in advance.**
- **A physical, government-issued photo ID is required to test.**

The **Instructor Information Sheet** will have more details on test requirements for your course.

DISABILITY SERVICES:

HGTC is committed to providing an accessible environment for students with disabilities. Students seeking accommodations are encouraged to visit HGTC's [Accessibility and Disability Service webpage](#) for detailed information.

It is the student's responsibility to self-identify as needing accommodations and to provide appropriate documentation. Once documentation is submitted, the student will participate in an interactive process with Accessibility and Disability Services staff to determine reasonable accommodations. Students may begin the

accommodations process at any time; however, accommodations are **not retroactive** and will only be applied from the point at which they are approved. Students must contact the office **each semester** to renew their accommodations.

For assistance, please contact the Accessibility and Disability Services team at disabilityservices@hgtc.edu or 843-796-8818 (call or text).

COUNSELING SERVICES:

HGTC Counseling Services strives to optimize student success through managing personal and academic concerns that may interfere with achieving educational goals. Staff are available to every student for assistance and guidance on personal matters, academic concerns and other areas of concern. HGTC offers free in-person and telehealth counseling services to students. For more information about counseling services, please reach out to counseling@hgtc.edu or visit the website the [Counseling Services webpage](#).

STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:

Our sincere commitment to both effective business management and equitable treatment of our employees requires that we present this Policy Statement as an embodiment of that commitment to the fullest.

Discrimination is conduct that includes unjust or prejudicial treatment based upon an individual's age, race, color, sex, religion, national origin, disability, and genetic information or any other protected classes deemed unlawful under State or Federal law that excludes an individual from participation in, denies the individual the benefits of, treats the individual differently, or otherwise adversely affects a term or condition of a person's working or learning environment. This includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities.

All inquiries regarding the federal laws as they relate to discrimination on the basis of sex may be directed to Jen Riddei, Title IX Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107B, 2050 HWY 501 E, PO Box 261966, 843-349-5218, Jenifer.Riddei@hgtc.edu.

Student and prospective student inquiries concerning the federal laws and their

application to the College or any student decision may be directed to Dr. Melissa Batten, Vice President, Student Affairs, and Section 504 & Title II Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107A, 2050 HWY 501 E, PO Box 261966-6066, 843-349-5228, Melissa.Batten@hgtc.edu.

Employee and applicant inquiries concerning the federal laws and their application to the College may be directed to Jacquelyne Synder, Vice President, Human Resources and Employee Relations and the College's Affirmative Action/Equal Opportunity Officer, Horry-Georgetown Technical College, Building 200C, Room 205B, 2050 HWY 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, Jacquelyne.Snyder@hgtc.edu.

TITLE IX REQUIREMENTS:

Title IX of the Education Amendments of 1972 protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination.

HGTC prohibits the offenses of sexual harassment, domestic violence, dating violence, sexual assault, and stalking and will provide students, faculty, and staff with necessary information regarding prevention, policies, procedures, and resources.

Any student, or other member of the college community, who believes that they have been a victim of sexual harassment, domestic violence, dating violence, sexual assault, or stalking may file a report with the college's Title IX Coordinator or campus law enforcement*.

*Faculty and Staff are required to report these incidents to the Title IX Coordinator when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

All inquiries regarding the federal laws as they relate to discrimination on the basis of sex may be directed to Jen Riddei, Title IX Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107B, 2050 HWY 501 E, PO Box 261966, 843-349-5218, Jenifer.Riddei@hgtc.edu.

PREGNANCY ACCOMMODATIONS

Under Title IX, colleges must not exclude a pregnant student from participating in any part of an educational program. Horry-Georgetown Technical College is committed to ensuring that pregnant students receive reasonable accommodations to ensure access to our educational programs.

Students should advise the Title IX Coordinator of a potential need for accommodations as soon as they know they are pregnant. It is extremely important that communication between student, instructors, and the Title IX Coordinator begin as soon as possible. Each situation is unique and will be addressed individually.

Title IX accommodations DO NOT apply to Financial Aid. Financial Aid regulations do not give the College any discretion in terms of Financial Aid eligibility.

Certain educational programs may have strict certification requirements or requirements mandated by outside regulatory agencies. Therefore, in some programs, the application of Title IX accommodations may be limited.

To request pregnancy accommodations, please complete the *Pregnancy Intake Form* that can be found [here](#).